



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, (MUST)
PERFORMANCE EVALUATION REPORT

ADMINISTRATIVE STAFF

(Scale 17 & above)

FOR THE PERIOD from _____ TO _____

Name of Office/Department/Institution: _____

PART-I

1. Name (in block letters) _____			
2. Date of Birth _____ date of entry in Service _____			
3. Grade with present pay _____			
4. Post held during the period _____			
5. Academic Qualification _____			
6. Knowledge of Languages (Please indicate proficiency in speaking (S), Reading ® and writing (W) _____ _____			
7. Hobbies _____			
8. Training Received _____			
Name of Course	Dates		Name of Institution and country
	From	To	
9. Job Description (Set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period)			
10. Period served (a) in present post _____ (b) under reporting officer _____			
11. Date of Last annual medical checkup _____			

The rating in Part II, III & IV should be recorded by initialing the appropriate box. The ratings denoted by alphabets is as follows

'A1' Very Good. 'A' Good. 'B' Average. 'C' Below Average. 'D' Poor

(P.T.O)

PART-II
PERSONAL QUALITIES

Sr.#			A1	A	B	C	D	
1.	Intelligence	Exceptionally bright; Excellent comprehension						Dull: Slow
2.	Confidence and will power	Exceptionally confident and resolute						Uncertain; hesitant
3.	Emotional stability	Mature; balanced						Unstable; immature
4.	Adaptability	Alerts & Highly responsible						Rigid, inflexible
5.	Understanding & tolerance	Considerate & Co-operative						Lacks ability to appreciate others' point of view; un-sympathetic,
6.	Appearance and bearing	Creates excellent impression						Clumsy; unimpressive
7.	OVERALL GRADING IN PART II							

PART-III
ATTITUDES

1.	* Knowledge of Islam	Well read						Narrow and superficial
2.	* Attitude towards Islamic Ideology	Deeply motivated enlightened						Indifferent; intolerant
3.	Integrity (a) General (b) Intellectual							Unscrupulous
								Devious; sycophant
4.	Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases						Reluctant to take on responsibility; will avoid it whenever possible.
5.	Ability to produce constructive ideas	Full of ideas; always comes up with ingenious solution to problems; fertile						Dull; has to be told what to think.
6.	Foresight	Anticipates problems and plans ahead						Handles problems only after they arise.
7.	Initiative & Drive	Bold and enterprising; dynamic						Timid and diffident.
8.	Reliability under pressure	Imperturbable and exceptionally reliable at all times						Confused and easily flustered even under normal pressures.
9.	Judgment	Makes consistently sound proposals/decisions						Lacks balance and consistency; immature
10.	Financial responsibility	Exercises due care discipline						Irresponsible
11.	Perseverance and devotion to duty	Resolute' carries a task through to the end						Negligent and disinterested
12.	Relations with a. superiors b. Colleagues c. subordinates	Cooperative; well liked and trusted						Un-cooperative; does not inspire confidence
		Works well in a team						Difficult colleague
		Courteous and effective; inspires confidence						Brusque & intolerant; does not earn respect.
13.	Behaviour with public	Courteous and helpful						Haughty; unsympathetic and ill behaved
14.	OVERALL GRADING IN PART III							

(P.T.O)

c. Assessment of performance: Please comment on how effective the officer has been in performing the duties mentioned at S. No. 9 in Part I. also comment on the officer's contribution to the overall performance of your office/organization especially in the light of any numerical measure e.g. examination results for teaching staff or other applicable index such as profitability, project implementation, tax collection etc. in other cases give your assessment of relative proportion of (i) routine cases (ii) complicated cases /situations (iii) policy cases/crisis situations dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area.

PART VI

Comprising him with other officers of the same level and keeping in view the overall gradings in parts II, III and IV, give your general assessment of the officer by initialing the appropriate box below.

(a) Overall Grading

- i. Equaled by very few officers
(Very Good)
- ii. Better than the majority of officers
(Good)
- iii. Equals the majority of officers
(Average)
- iv. Meets bare minimum standards
(Below Average)
- v. Unsatisfactory
(Poor)

<i>By Reporting Officer</i>	<i>By countersigning Officer</i>

(b) Fitness for Promotion

- i. Fit for accelerated promotion
- ii. Fir for promotion in his turn
- iii. Not yet fit for promotion
- iv. Unlikely to progress further

<i>By Reporting Officer</i>	<i>By countersigning Officer</i>

Name of the Reporting Officer _____ Signature _____
(Capital letters)

Designation _____ Date: _____

(P.T.O)

PART-VII

a) REMARKS OF THE COUNTER SIGNING OFFICER

Please report on the aspects not touched upon by the reporting officer. If you disagree with the assessment of the Reporting Officer, please give reasons therefore. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion would you be prepared to accept his in the higher grade? If no, please give your reasons.

Name _____ Signature _____
(Capital Letter)

Designation _____ date: _____

b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name _____ Signature _____
(Capital Letter)

Designation _____ date: _____

PART VIII

1. Adverse remarks, if any, communicated vide _____

Date _____

2. Decision on representation if any _____

INSTRUCTIONS FOR FILLING UP THE ACR FORMS

1.
 - i. ACR is the most important record for the assessment of an officer. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that almost care is exercised by all Reporting and Countersigning Officers.
 - ii. The Reporting and Countersigning Officer should be:
 - a. As objective as possible; and
 - b. Clear and direct, not ambiguous or evasive in their remarks
 - iii. The overriding importance of Part IV should be clearly understood in the overall grading.
 - iv. Over riding should be eschewed by all Reporting/Countersigning Officer.
 - v. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
2. The forms are to be filled in duplicate. Part I will be filled by the officer being reported upon and should be type written. Parts II to VI will be filled by the Reporting Officer and Part VII by the Countersigning Officers. Both the Reporting Officer and Countersigning Officer should give their assessment of the officer reported upon in respective boxes in Part V. the Regional Centre/division/Section concerned will fill Part-VIII. If any adverse remarks are recorded in the report.
3. Assessment in the ACR should be confined to the work done by the officer reported upon during the period covered by the report.
4. Reporting officer is expected to counsel the officer being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
5. The ACR form should be filled in a neat and tidy manner cutting/creasers should be avoided and must be initialed, where made.
6. The ratings in Part II, III, IV & VI should be recorded by initialing the appropriate box.
7. For uniform interpretations of qualities etc. listed in Part II, III & IV, the two extreme shades are mentioned against each item. For example an 'exceptionally bright' officer with 'excellent comprehension' will be rated 'A1' in 'Intelligence' (box-1 of Part II). A dull and slow officer will merit a 'B' rating. A, B & C ratings will denote shades between the above two extremes.
8. The rating should be clear and given in one of the boxes provided for the purpose in Parts II, III, IV & VI. Do not grade an officer between two shades i.e. between 'Very Good' and 'Good' or 'Good' and 'Average' or 'Average' and 'Below Average'.
9. The Countersigning Officer should weigh the remarks of the Reporting Officer against his personal knowledge of the officer being reported upon, compare him with other officers of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part VI and remarks in Part III (a). In certain categories of cases remarks of a Second Countersigning Officer may also be required to be recorded. The Administration will identify such cases from time to time and also designate an officer, as the Second Countersigning Officer for each category. The Second Countersigning officer, will record his remarks in Part VII (b).
10. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part VI) by the Reporting Officer, he should score it out and give his own grading in red ink in Part VI, he is required to give his own assessment in addition to that of the Reporting Officer.
11. The Countersigning Officer should underline, in red ink, remarks which in his option are adverse and should be communicated to the officer reported upon.